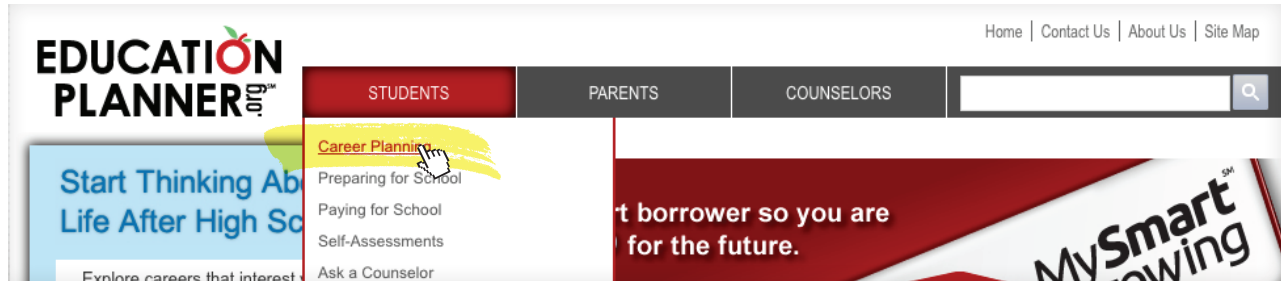


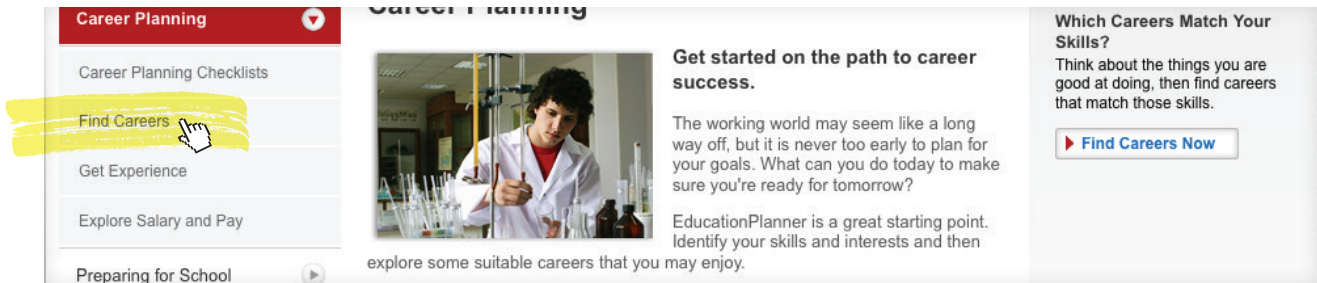
O*NET ONLINE CAREER EXPLORATION INSTRUCTIONS

STEP 1 Navigating to O*NET

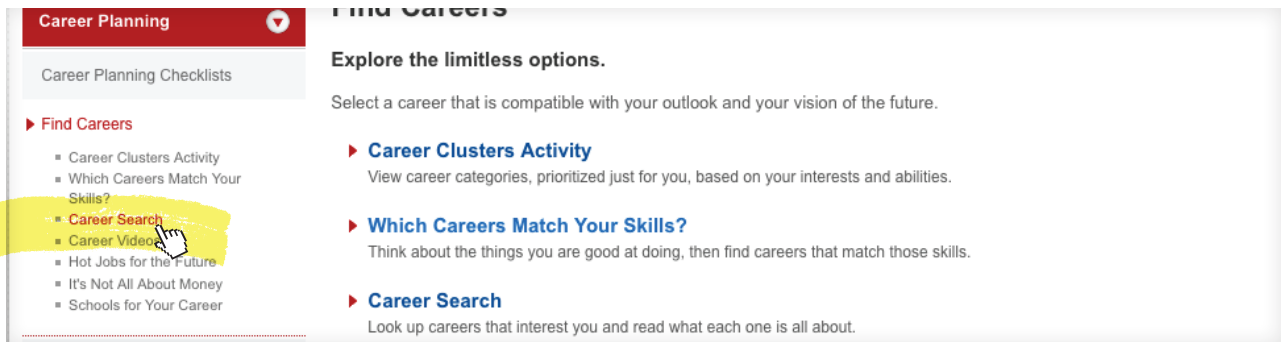
1. Go to EducationPlanner.org
2. Under Students, Click "Career Planning"



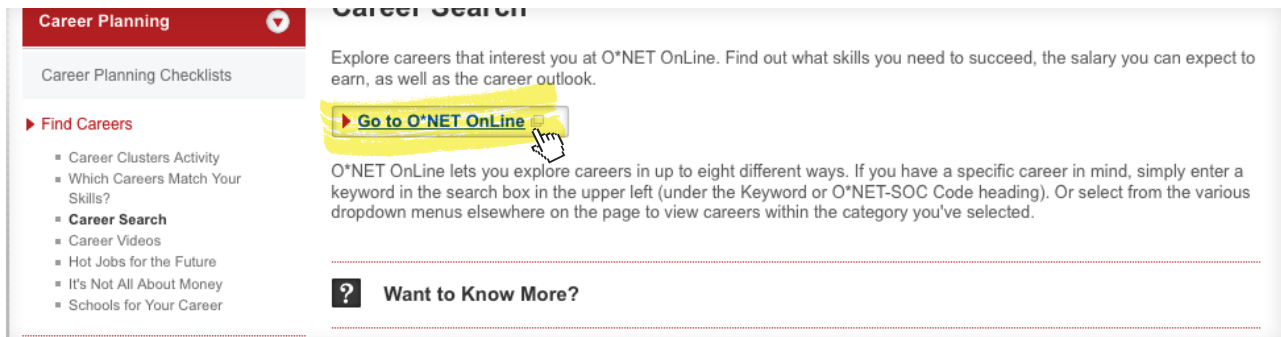
3. Click "Find Careers"



4. Click "Career Search"



5. Click the "Go to O*NET OnLine" button



STEP 2 Searching Careers

1. Stop at the O*NET OnLine Search Page, and wait for instruction

Find Occupations

Keyword or O*NET-SOC Code

Examples: 25-1011.00, dental assistant
Enter a word, phrase, or title to search for an O*NET-SOC occupation.
Enter a full or partial O*NET-SOC code to look up occupations by code.

Bright Outlook

Bright Outlook occupations are expected to grow rapidly in years, will have large numbers of job openings, or are new occupations.

2. Select a career from your results

Occupations matching "Public Relations"


The search results are listed in a rank order that is calculated on the [relevance](#) of the occupational title, alternate titles, description, tasks, and detailed work activities associated with the keyword you entered.

Select the **Relevance Score** to view the specific items matched by your search within the occupation.

Relevance Score	Code	Occupation
100	11-2031.00	Public Relations and Fundraising Managers
97	27-3031.00	Public Relations Specialists Green
58	27-3012.00	Public Address System and Other Announcers
55	25-1122.00	Communications Teachers, Postsecondary
48	11-9111.00	Medical and Health Services Managers Bright Outlook
45	25-4021.00	Librarians
44	29-1069.09	Preventive Medicine Physicians Bright Outlook

STEP 3 Completing Your Worksheet

1. Navigate through the Career Summary Report to complete your worksheet

**O*NET OnLine**
A proud partner of the [americanjobcenter](#) network

Occupation Quick Search:

[Help](#) [Find Occupations](#) [Advanced Search](#) [Crosswalks](#) [Share](#) [O*NET Sites](#)

Summary Report for: 13-1071.00 - Human Resources Specialists

Updated 2013 Bright Outlook

2 Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.

Sample of reported job titles: Corporate Recruiter, Employment Coordinator, Employment Representative, Employment Specialist, Human Resources Coordinator, Human Resources HR Generalist, Human Resources Specialist (HR Specialist), Personnel Coordinator, Recruiter, Technical Recruiter

View report: [Summary](#) [Details](#) [Custom](#)

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Hire employees and process hiring-related paperwork.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).